



**People. Principles.
Purpose. Partnerships.**

MEMO

To: Mayor and City Council Members
From: Yalondra M. Valderrama Santana, Heritage & Tourism Manager
Date: September 18, 2024
RE: **Community Development Department August Report**

AUGUST EVENTS

Movie Night Out – Coordinated Event

Friday, August 2nd – Seating started at 7:30pm and movie at dusk
Timmermann Park, 12616 Skimmer Run, Manor, TX

Movie Shown: The Marvels
Approximate Attendees = 10
Sponsors:

- Forsythe Brothers sponsored Popcorn

Movie Night Out – Coordinated Event

Friday, August 9th – Seating started at 7:30pm and movie at dusk
Timmermann Park, 12616 Skimmer Run, Manor, TX

Movie Shown: Migration
Approximate Attendees = 25
Sponsors:

- Independent Financial sponsored the movie night
- Forsythe Brothers sponsored Popcorn
- HUMANA sponsored Pizza

EVENTS SUPPORTED BY THE CITY

Back2School Haircut Event

POC: J’Rod Frank
Sunday, August 11th from 10:00 AM to 4:00 PM
The Lab Barbershop, 201 E. Parsons St. Manor TX

City Support with the following:

- Creation of event flyer and marketing materials
- Waived the street closure/special events, staff, and equipment (barricades) fees
- Four (4) 10’x10 tents
- Police patrol

Final event Report by J’Rod Frank – **NOT RECEIVED**



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UPCOMING EVENTS

Hispanic Heritage Celebration

Saturday, October 5th from 12:00 PM to 6:00 PM

Timmermann Park, 12616 Skimmer Run, Manor, TX

Description: The City of Manor is celebrating and recognizing the culture, history, and achievement of Hispanic Americans in our community with a Hispanic Heritage Celebration. There will be food vendors, market vendors, live music, games, and cultural performances.

COMMUNITY COLLABORATION

- Manor ISD Stuff the Buss – August 3rd
- Back2School Haircut event walkthrough with J'Rod – August 5th
- Manor Chamber of Commerce Monthly Meeting – August 8th
- Back2School Haircut event – August 11th
- Keep Manor Beautiful Meeting – August 19th
- Jupiter's Ice Cream Ribbon Cutting – August 13th
- Community Collaboration Board Meeting – August 28th

TRAINING, EDUCATION, SEMINARS, WORKSHOPS, WEBINARS, ETC.

- Biz101 migration training – August 14th
- NRPA Leadership Development Network Webinar – August 14th
- MECA training – August 20th
- TML Region 10 Regional Meeting – August 22nd
- DOJ Title II Ruling Training: Understanding the New DOJ Ruling on Web and Mobile App Accessibility for State and Local Governments – August 29th

COUNCIL MEETINGS

- City Council Budget Workshop – August 5th
- City Council Meeting – August 7th
- City Council Budget Workshop – August 20th
- City Council Meeting – August 21st
- City Council Meeting – August 27th

OTHER MEETINGS

- Staff weekly meetings
- Bright Showroom Tour – August 5th
- Marketing Plan for FY 24-25 meeting with Townsquare Media – August 5th



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- Consultation with Steve from Premiere Events – August 6th
- Mayor’s Ball Planning Meeting – August 6th
- Consultation with Lily Grace Catering for Mayor's Ball – August 6th
- Meeting with Adam Grumbo, photographer – August 9th
- Consultation with Michelle from Golden Shovel Agency – August 7th
- Consultation with Tyler from Placer.AI – August 7th
- Meeting with Jason from Xplore Recreation – August 7th
- Consultation with Ari from Gourmet Gals Catering & Events for Mayor's Ball – August 6th
- Consultation with Texas Professional DJ for Mayor’s Ball – August 8th
- 2nd Meeting with Jason from Xplore Recreation – August 12th
- Meeting with Michelle from Texas Film Friendly Communities (TFFC) – August 12th
- Meeting with Lesly from myDental – August 16th
- Parks & Special Events Fees Review – August 16th
- Meeting with Osvaldo Ambis from Deportivo Miranda (DM)– August 16th
- Meeting with Hunden Associates – August 19th
- Biz 101 QPR: Qwally – August 20th
- Photos & Interviews for end of FY – August 21st
- Meeting with CTX Learning Fest – August 22nd
- Veterans Day Ceremony planning meeting with Matt Samaripa – August 26th
- Consultation with Phillis from The Train Quest LLC – August 27th
- Meeting with the new POC for the Mayor League Eaters, Oliver Brooks – August 27th
- City Website kick-off Meeting with Allison Hill from CivicPlus – August 28th
- Consultation with Tabithia from SoHo Catering for Mayor's Ball – August 29th
- City Website meeting with Phil – August 30th
- Meeting with Phillis from Texas Winter Park – August 30th

COMMUNITY PROGRAMS AND ENGAGEMENT

- Manor Youth Advisory Commission
 - Recruitment event - Manor ISD Back-to-School Bash – August 10th
 - Social Media Recruitment Campaign started on August 12th
 - Meet with Jacqueline from TML Youth Program – August 13th

OTHER

- Live streaming of the 2024 Ballot Placement Drawing for Candidates in the November 5th General Election
- Update and draft ordinances for Parks and Special Events



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- Draft ordinance for Parks and Special Events
- Finalize Park & Amenities Reservation Application
- Update Texas Film Friendly Communities (TFFC) fees and application
- Create Facilities and Special Events Application
- Create marketing materials and schedule weekly social media posts for the city
- Update the FY 24-25 City Events Schedule
- Weekly city website updates
- Managing and updated all city's community engagement platforms
- Coordinate, plan, and organize the following upcoming events:
 - Hispanic Heritage Month – September 5th-October 15th
 - Hispanic Heritage Celebration – October 5th
 - Veterans Day – November 11th
 - Fall Movie Night Out – November 15th
 - Texas Arbor Day – November 16th
 - Holiday in Manor – December 7th
 - Mayor's Ball – December 12th
- Work with CivicPlus on the creation and delivery of the new City Website.
- Daily duties as the Heritage & Tourism Manager